UNITED
NATIONS

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Secretariat

ST/IC/1995/22
20 April 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS

1. A competitive examination for the recruitment of English editors will be held on 26 and 27 July 1995 in New York, Geneva, Vienna and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services or the Department for Policy Coordination and Sustainable Development of the United Nations Secretariat. Assignments are subject to rotation and English editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Editors are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language; 1/

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(b) Have a perfect command of English and a very good knowledge of French and of one of the other four official languages of the United Nations (Arabic, Chinese, Russian and Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the principal language of instruction;

(d) Have relevant experience in the publishing industry or perform functions involving thorough knowledge of United Nations documentation or publications.

Computer and word-processing skills would be an asset.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have appropriate post-secondary educational qualifications from a university or institution of equivalent status at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of the following five papers:

I. Editing of a text in English for grammatical correctness, clarity and consistency (three hours);

II. Translation into English of a French text (one and a half hours);

III. Translation into English, from Arabic, Chinese, Russian or Spanish of one text chosen by the candidate from a total of four texts (one and a half hours);

IV. Summary of an English text for brevity and clarity while covering all essential points (two hours);

V. (Optional) Translation into English, from Arabic, Chinese, Russian or Spanish of one text chosen by the candidate from a total of four texts, the

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chosen language to be other than that chosen for paper III (one and a half hours).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. Editing posts in some areas require that the incumbents have word-processing skills. In order to qualify for vacancies in those areas, candidates selected for interviews may choose to take, on the same day, a computer and word-processing skills test (two hours). Candidates who do not take or do not succeed in the computer and word-processing skills test but who are successful in the written examination and the interview will be included in the roster restricted to posts not requiring word-processing skills.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

11. Staff members selected to fill vacancies will be assigned as English editors for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the department to which they are assigned and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their editing functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 May 1995, to:

Competitive Examination for English Editors
Recruitment and Placement Division
Room S-2535-G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure that applications submitted by staff members from offices away from Headquarters are received in time, those staff members are requested to return the attached form to the Recruitment and Placement Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 31 May 1995, the deadline for receipt of applications.

15. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

1/ Main language should be understood to be the language in which the candidate is best able to edit. Candidates' claim to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR ENGLISH EDITORS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages: 5/

Language(s)	United Nations language programme (indicate highest level and date)	Courses taken at other institutions (name and location)

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B. Indicate your ability in each of the languages mentioned above:

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications: 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications:

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Certificate or equivalent 6/	Main field of study

E. Indicate your word-processing and data-processing experience:

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

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I have read information circular ST/IC/1995/22 and I understand that if I am successful in the competitive examination for English editors and recommended for inclusion in the roster, my assignment as an English editor will be subject to my acceptance of the conditions of service indicated in paragraphs 11 and 12 of that circular.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless applicants were convoked for the G to P examination for promotion to the Professional category or another examination for professional language posts. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member for completion and must be RESUBMITTED WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement, Personnel Action forms and United Nations grounds pass. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g. DPA, OCSS, UNOG, UNOV, or other (specify).

4/ Main language should be understood to be the language in which the candidate is best able to edit. Candidates' claim to English as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/22.

6/ Give exact name and title in original language. Do not translate or equate.